

**WNYRIC Advisory Council Meeting
March 13, 2009 /1p.m. -3 p.m.
Distance Learning Sites- E1B Education Campus, E2 Log2,
GST Wildwood, CA Olean, ON Tech Center**

Attendees:

Carol Barber (WNYRIC)	Rosanne Huffcut (WNYRIC)
Clark Godshall (ON BOCES)	Darleen Michalak (E1 BOCES)
Don Ogilvie (E1 BOCES)	John Milleville (WNYRIC)
Dick Lydo (WNYRIC)	Bob Spino (E2CC BOCES)
John Brown (Cassadaga Valley)	Rich Nicol (Alfred-Almond)
Robert Olczak (CA BOCES)	Maureen Taylor (WNYRIC)
Jean Rexford (WNYRIC)	Jennifer Lilly (WNYRIC)
Heidi Chaves (Lancaster)	Barbara Van Wicklin (CA BOCES)
Tom Nemmer (Hamburg)	Geoffrey Hicks (Sweet Home)
Joe Tette (Wilson)	Sue Kovic (Akron)
Mary Ann Buch (Niagara Wheatfield)	Robert Guiffreda (E2CC BOCES)
Valerie Winegarden (WNYRIC)	Jonathan Andrews (Starpont)
Joe DeCerbo (Bolivar Richburg)	Molly Marren (Grand Island for Karen Karmazin)
Charles Rinaldi (Gowanda)	Richard Yochem (Avoca CSD)

1. **Advisory Council meeting was called to order at 1:00 p.m. by Rich Nicol.**
2. **Welcome new member**- Carol Barber welcomed Jonathan Andrews, the Business Official at Starpoint CSD, as the newest representative of School District Management Services of Advisory Council. Kevin McDonald will be leaving at the end of June and Mr. Godshall will recommend a replacement.
3. **Approval for December 12, 2008 meeting minutes**- Clark Godshall made the motion to accept minutes of the December 2008 meeting; Jonathan Andrews second the motion. The minutes were approved unanimously.
4. **Review of Standards Committee minutes and request for approval of motions:** John Milleville reviewed highlights from Standards Committee meeting held on 2/11/09:
 - Fourteen of the sixteen voting members were present at the meeting.
 - John announced his retirement plans for September 2009 to the Standards Committee.
 - Discussion of Standards Committee charter review, the need to define specific criteria about vendor limits in some categories, and critical integration of goals between Standards & CSLO Model Schools.
 - Malware protection sub category discussion and motion.
 - Vendor information and discussion which included Gateway, IKON/Canon/ComDoc, and Nortel bankruptcy status.

- Further discussion of Microsoft Vista and Windows 7. Review of CSLO compliance list with Vista via conference calls with Microsoft reps.
- Discussion of Open Office pilot districts, and a start up of a wiki for Open Office discussion.
- New anti-virus product is being tested by committee member Ron LaVere at Cheektowaga.
- Committee had a demonstration presented by Exagrid and a recommendation was made to add Exagrid to Server Backup category on Standards list.
- Discussion about add request form from Lancaster CSD for Panasonic High Speed Digital Printers. The Committee decided that more information is needed before any action would be taken.
- Committee reviewed Standards lists and recommended minor changes under categories 4, 5, 8, & 11.

Three recommendations from the WNYRIC Standards Committee for Advisory Council action:

Motion 1: - Category 13 Software-change sub-category Anti-Virus to Anti-Virus Malware
 - Change eTrust Anti-Virus to Computer Associates
 - Remove multiplatform solution under comments section
 - Change Symantec anti-virus to Symantec

Motion 2: Add Exagrid to Category 13-Server Backup

Motion 3: Minor modifications to the Standards list under category 4, 5, and 11

Motion to approve the three (3) recommendations motioned by Tom Nemmer and seconded by Dick Yochem. Motion carried unanimously.

5. **FICA minutes review**- Carol gave a brief overview of topics discussed at FICA meeting held on March 2, 2009. Discussion topics included:

1. Online resources- Each BOCES discussed various on-line resources being provided to districts as services and how they are being delivered.
2. Web conference tools- There are many tools being used throughout the region for Web conferencing and online collaboration. The BOCES will consider possible contract collaboration in this area.
3. Planning for staff development- WNYRIC offered joint planning of staff development as the local BOCES begin to plan with their districts for the coming year.
4. Technology coordinator meetings- Discussion how it has been a struggle to get Tech Coordinators out of the district to be able to attend meetings. The last meeting was at Erie 1 was held after TIF meeting. Many district instructional technology leaders attend TIF.
5. HSNF conference- The conference is going to be a one day event this year. Each BOCES is seeking teacher presenters. Ride the Digital Wave conference is going to be held on 3/27/09 at E1B Education Campus. Next FICA meeting will be held on June 8, 2009.

6. **Review of 2008-2009 793 Plan highlights**- Rosanne shared highlight on:

Item 3.03- Providing teacher level data warehouse reports. Should have reports available later this school year and service to be available next year.

Item 4.03- Developing RFP for electronic health records software tracking system. Will ask districts help to evaluate the RFP.

Item 6.03- Web based inventory system (via the Portal) is being developed. Will allow districts to view and track equipment purchased through the WNYRIC. Should be ready to demo to districts in May 2009.

John Milleville highlighted 793 Plan items:

Item 7.01&7.02- Identity Management implementation- Portal 6 and Identity Management changes went into effect on 2/09/09 for all Portal users. This will allow the WNYRIC to provide tighter security using single sign-on, and having applications within Portal for user convenience. Directory information sharing and federation research continues.

Item 8.01- VoIP & Unified Communications Services is in the start up phase. Some districts have the project in place with several other districts that are in the investigation/discussion stage.

Item 11.05- Disaster Recovery & Business Continuity comprehensive plan development- Mitigator software which has been installed, training has been completed for WNYRIC staff, and data is being collected and tested.

Questions:

Clark Godshall asked if Erie 1 BOCES is supporting live scan finger printing technology.

Carol said she will investigate with our HR Department who uses live scan for finger printing.

Does the WNYRIC have model specification for VoIP that could be shared with architects? John said Dale Anderson could assist districts and/or architects with the process.

7. **Review if 2009-2010 793 Plan submission to SED**- Carol B. talked about the narrative portion of 793 Plan that describes our partners and lists shared goals between the RICs which include:

1. Development of one answer sheet for NYS tests that can be scanned by all RIC centers and the vendor.
2. Define statewide best practices for using data to inform instruction; develop 3 projects in a multi RIC collaboration to demonstrate the viability of newly

collected data, new ways to analyze existing data for the purpose of improved student performance.

3. Enhance RIC instructional technology services by creating a quality collaborative learning environment utilizing RIC to RIC network.
4. Provide broadband capacity to all learners in K-12 schools.
5. Collaborate wherever possible to expand the scope of RIC services.
6. Tech staff share information on virtualization.

Rosanne overviewed the following objectives of 09-10 793 Plan:

1. CSLO Model Schools continue to enhance professional development and technology integration options.
 2. Improvement and expansion of district experience with the WNYRIC website.
 3. Testing, assessment and data analysis to increase the comprehensiveness of the WNYRIC Data Warehouse and development of data dashboard.
 4. Enhancement of existing management systems to improve efficiency, accessibility, reliability, security and extended functionality.
 5. Finance Manager and Wincap modules for time and attendance are being developed and will be available next year. New inventory system will also be available to districts in the fall.
 6. Websphere portal development for one place access in a secure environment.
- Tom Nemmer asked is Portal pilot is still happening? Carol said Kathleen McDonald will be looking for technical focus pilot groups with Portal and Communities in the near future.

John overviewed the following objectives of the 2009-2010 793 Plan:

7. Identity management implementation will benefit from Portal and Web improvements, single sign on, password security, application availability, and directory integration. WNYRIC will recommend districts to mirror the password security policy as more applications are being added to Portal.

Dick Lydo reviewed objectives:

8. Enhanced use of the network with real time communication applications, including connecting to other RIC's.
9. WNYRIC to explore options in how schools must manage electronic records.

John reviewed objectives:

10. Infrastructure and Operations enhancements to include new UPS system, portal capacity and performance, internet security procedures, and remote support monitoring system.

11. Disaster Recovery and Business Continuity plans and procedures including development of 2nd operational site at Ken-Ton.

Dick Yochem made the motion to accept the 2009-2010 793 Plan and was seconded by Darlene Michalak. Motion was passed unanimously.

The 2009-2010 793 Plan also needs Superintendent's signature of acceptance prior to being submitted to SED. Carol will send documentation for approval and circulation.

8. **Update on the pilot of One to One Computing**- Pilot of One to One Computing has been completed at Niagara Wheatfield CSD and a report is being prepared by the consultant. There was a lot of positive feedback. The students presented their feedback of the pilot at the school board meeting. The pilot displayed a better focus on learning by the students. Carol will share final report on pilot once it is available.

9. **Questions from the council**-

- Clark Godshall wanted to know is there is a target date for resolution on Time Warner tax issue. Carol stated there is no target date on the TW resolution, and still waiting to hear back from the lawyer.
- Clark wanted to know if WNYRIC knew anything about a new illegal device that that is being brought into schools that blocks cell phones. Carol stated that she was not aware of it, but will check into the matter further with Superintendent at Lockport for more information.
- Clark also asked about IPA borrowing costs on projects. Carol said the rate we put on projects may fluctuate depending on bank rates. Jim Fregelette is currently working on a revised process/procedure.
- Tom Nemmer wanted to know if WNYRIC has been identified a new switch vendor with Nortel filing chapter 11. John said the WNYRIC is looking at all possibilities with other vendor and will continue to work with Nortel on cost. Cisco is also on the Standards list as approved vendor. John said he will pursue discussion with Mat Dzuiba.

Carol shared with the council that the WNYRIC is in the process of interviewing for new Associate Director Position to fill John's vacancy when he retires in September.

10. **Next Advisory Council meeting is May 29, 2009** from 10:45 a.m. till noon in conjunction with the WNYRIC's Superintendent's annual workshop. Distance Learning sites will be used. CA site will be at the Southern Tier West outside of Salamanca, NY.

Motion to adjourn was made by Joe Rumsey and seconded by Tom Nemmer.

Meeting adjourned at 2:05 pm.

Respectfully submitted:
Valerie Winegarden